

Baraboo Community Development Authority  
Minutes of the Regular Monthly Meeting  
Tuesday, June 4, 2019

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

**I/II. Call to Order/Roll Call**

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare  
Absent: None  
Staff: Patrick Cannon

**III. Note of Compliance with Open Meeting Laws**

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

**IV. Approval of Agenda**

A motion was made to approve the agenda as presented.

Fordham (1); Petty (2)  
Aye: All via voice vote  
Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for May 7, 2019 as presented.

Kierzek (1); Bobholz (2)  
Aye: All via voice vote  
Nay: None

**VI. Announcement of Public Events**

St. Joseph Church has an upcoming event

**VII. Public Comment**

No one wished to make a comment at this time.

**VIII. Appeal of application Denial**

**a. Lease Termination Appeal Hearing**

1. CLOSED SESSION: The Chair will announce that the Board will go into Closed Session according to §19.85(2), considering financial, medical, social or personal histories ... of specific persons ... which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories ... or involved in such problems or investigations (appeal hearing regarding termination of lease for Bobbie Pierce).

**Motion**

A motion to go into Closed Session per Wisconsin State Statute 19.85 (2) and allow Mr. Pierce, his Aunt and the CDA Executive Director to remain in closed session.

Wastlund (1); Bobholz (2)  
Aye: Fordham, Koehler, Bobholz, Kierzek, Petty, Scare, Wastlund (via roll call)  
Nay: None

Baraboo Community Development Authority  
Minutes of the Regular Monthly Meeting  
Tuesday, June 4, 2019

Motion

A motion to go into open session  
Bobholz (1); Petty (2)  
Aye: All via voice vote  
Nay: None

Motion

To uphold the ruling of the CDA Executive Director regarding the termination of the lease for Mr. Pierce

Fordham (1); Petty (2)  
Aye: All via voice vote  
Nay: None

**Receipt of Financial Statements and Approval of Vouchers**

- a. **May 3, 2019 to May 31, 2019 Vouchers**
- b. **Financial Statements**
- c. **Vacancy Report**
- d. **Outstanding Loan Report**

No action was taken as the Vouchers were not included in the packet.

Staff was asked to verify the status of the outstanding loans for delinquency

**IX. Executive Report**

The report was included in the packet.

**X. Committee Reports**

**A. BEDC**

The next BEDC meeting will be June 6, 2019 at 5:00 PM at the Sauk County Law Enforcement Center

**B. Executive Committee**

The Committee met earlier this evening and will provide their recommendations later in the CDA agenda.

**C. Finance**

The Committee has not met since last CDA meeting.

**D. Loan Review Committee**

The Committee met earlier this evening and reviewed the draft procedures manual for the new Economic Development Loan Fund. Revisions were recommended and staff will follow up with the next review.

**XI. Old Business**

**1. Update on CDA Projects**

**a. Web Site RFP**

The Chair asked that the Executive Committee meet to determine what to be

include on the new City Website regarding the CDA.

**2. Update on CLOSE program**

Staff indicated that the State has approved the application for the return of the CDBG funds.

**3. Consideration and discussion of CDA Strategic Plan**

The Board will meet on Thursday June 13, 2019 to work on this project.

**XII. New Business**

**A. Consideration and discussion of an Affirmative Action Plan.**

The Executive Committee reviewed the current plan earlier in the evening. The Committee has directed Staff to update the plan and to submit it to HUD for their approval. No action was taken by the Board.

**B. Consideration and discussion of a confirmation of the City of Baraboo Records Retention Policy**

Based upon a recommendation from the Executive Committee to adopt the Policy, a motion was made to approve the proposed policy.

Motion

To adopt the policy as recommended by the Executive Committee

Fordham (1) No second required based upon a committee recommendation

Aye: All via Voice Vote

Nay: None

**XIII. Board Member Comments**

No additional comments were made at this time.

**XIV. Public Comment**

None

**XV. Adjournment**

**Motion:**

To adjourn the meeting at 7:45 pm

Bobholz (1); Skare (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder